

## **POSITION VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NO:** 41/2011  
**OPENING DATE:** 09/20/2011  
**CLOSING DATE:** 10/07/2011  
**POSITION TITLE:** Secretary/Program Liaison Assistant, FSN-8  
**WHO MAY APPLY:** ALL HOST COUNTRY NATIONALS  
**OFFICE:** USAID Representative Office, Bishkek, Kyrgyzstan

**MAJOR DUTIES:** Under the general supervision of the USAID Representative in Kyrgyzstan or his/her designate, the incumbent provides a full range of administrative and secretarial support: 1) maintains the calendar for the Country Representative, makes and records appointments, prepares documents for domestic and international travel and visa obtaining, makes flight and hotel reservations, obtains tickets and arranges for transportation, prepares travel vouchers; 2) drafts memos, cables, reports and diplomatic notes, reviews outgoing documents for accuracy, completeness, correct format, grammar and punctuation ensuring 100% error free-rate; 3) maintains filing system for the supervisor in accordance with USAID Records and Management System Regulations; 4) develops and maintains current calendar of events for activities sponsored by donor organizations and implementing partners; 5) participates in meetings with USAID Representative and by him/herself representing USAID; takes notes from meetings and prepares reports; 6) provides written translations and interpretation for the USAID Representative during high-level meetings with the host country officials; 7) serves as the first point of contact for USAID Representative with customers such as other USG agencies at post and USAID/CAR staff and visitors, Government of Kyrgyzstan (GOK) officials, local International Donor Organizations; international business organizations/ partners, etc.; 8) administers USAID Kyrgyzstan web-page; 9) other duties as assigned.

### **MINIMUM QUALIFICATIONS/SELECTION CRITERIA:**

- **Education, Technical ability and experience (50%):** University degree in Public/Business Administration, International Relations, social science, financial or other related field. Minimum four years of prior experience in office management with international organizations; at least one year of similar experience with a U.S. Government organization. Knowledge of office management practices and basic financial principles and procedures. Knowledge of host country political, social and economic situation and development trends, national traditions as well as laws, regulations and procedures on visas, customs clearance, VAT and taxes. Proficient typing and word processing skills. Strong analytical skills and ability to present information in clear and concise manner. Ability to write and proof-read in English with no or minimally few grammar and spelling mistakes. Computer proficiency (MS Office – Word, Excel, Outlook, Power Point, etc.)
- **Teamwork/Interpersonal and Communication Skills (30%):** Good organizational, interpersonal relations and communication (oral, written and telephone) skills and ability to maintain customer friendly environment in the office. Good judgment, enthusiasm, individual initiative, an ability to work without daily directions and a willingness to work extra time if needed.
- **Language skills (20%):** Level IV (fluent) English and Russian languages. Good working knowledge (Level III) of Kyrgyz is desired.

**TO APPLY:** The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Candidates for trainee levels and applications on file may be considered. Packages should be received in the Executive Office (EXO) USAID/CAR, Fax: (7-727) 2507634; E-mail: [per.almaty@usaid.gov](mailto:per.almaty@usaid.gov) by COB Friday, October 7, 2011. A copy of the Position Description is available in EXO/Personnel (ext.6353).

USAID/CAR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.